

An Invitation to Apply for the Position of Superintendent/Principal



Welcome to

FORT SAGE
Unified School District



Herlong, California

The Position

The Fort Sage Unified School District, Herlong, California, Board of Trustees is seeking a highly qualified and fully certified superintendent/principal. The Board wishes to have the successful candidate assume the responsibilities of the position on a date mutually agreed upon between the selected candidate and district.

McPherson & Jacobson, L.L.C., Executive Recruitment and Development, in collaboration with the California School Boards Association, has been engaged as the consultant in a search for outstanding candidates. They will assist the board of trustees in identifying and screening the candidates.

The Qualifications

The candidate must have the background, skills, and abilities essential for excellence in educational leadership. The board recognizes that selecting a superintendent is one of the most important decisions it will make. The board has identified the following desired characteristics:

1. A leader with the ability to keep the Governing Board apprised of district strengths, weaknesses and problems, and to recommend priority tasks for alleviation of those identified weaknesses.
2. An administrator with the ability to motivate and to articulate a clear vision; one who is collaborative, flexible, a good listener and a creative problem solver.
3. A visionary leader who has the goals of participating in community groups and clubs, helping to develop partnerships with businesses and the community; one who is highly visible in schools and in the community, and performs in an ethical manner.
4. A knowledgeable leader well versed in budget building and in the maintenance of facilities, and who has familiarity with the LCAP/LCFF process.
5. A decisive administrator who fosters trust and harmony among staff yet holds employees accountable for student achievement.
6. A strong school leader who is a relationship builder and values all stakeholders in the process of educating the students of Fort Sage Unified School District.



The Community

Fort Sage Unified School District is located in Herlong, California. Herlong is in southern Lassen County, near the southeast edge of Honey Lake, approximately 45 miles south of Susanville, California and 58 miles north of Reno, Nevada.

The major employers of this rural community include the Sierra Army Depot and the Federal Correctional Institution, Herlong.

Many outdoor recreational activities are available in the area. Camping, hunting, fishing, boating, off-road exploring and cycling are some of the activities enjoyed in the summer. Skiing, snowmobiling and sledding are enjoyed in the winter.

Colleges and universities nearby include the University of Nevada and Truckee Meadows Community College located in Reno, Nevada. Lassen Community College is located in Susanville, California.

District website <http://www.fortsage.org>

The District

Facts

- 251 Students (142 District, 109 Charter)
- 4 Administrative Staff (1 Superintendent/Principal, 1 Charter School Director, 2 Lead Teachers)
- 19 Certified Teachers (13 District, 6 Charter)
- 16 Classified Staff (14 District, 2 Charter)

Buildings

- Sierra Primary School (Grades TK – 6)
- Fort Sage Middle School (Grades 7 – 8)
- Herlong High School (Grades 9 – 12)
- Mt. Lassen Charter School (Grades K – 12, Susanville, California)

Extracurricular Activities

- K – 6 Chess Club
- K – 8 Cross Country
- Football
- Track and Field
- Softball
- Volleyball
- Basketball
- FFA

Budget

- \$1.7 Million Operating Budget, District
- \$994,000 Operating Budget, Charter



Mission Statement

In partnership with parents and our community, Fort Sage Unified School District exists to provide a comprehensive educational experience that is high quality, challenging and inspires students to make a positive contribution to society.

The Board of Trustees

The Fort Sage Unified School District Board of Trustees consists of five community members. The incumbency of the board ranges from 1 to 15 years.

<u>Name</u>	<u>Occupation</u>	<u>Years Served</u>
Mr. Mike Everett, President	Heavy Equipment Mechanic	1 year
Mrs. Janice Gotcher	Executive Director	1 year
Mr. Timothy Jobbins	Warehouse Worker	1 year
Mrs. Claire Schumacher	Retired/Teacher	1 year
Mrs. Vanessa Vazquez	Facilities Admin Assistant	15 years



APPLICATION & SELECTION PROCEDURE

available at www.macnjake.com

MCPHERSON *M J* JACOBSON, LLC

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Phone: (402) 991-7031 Fax: (402) 991-7168

E-mail: mail@macnjake.com www.macnjake.com

An application for superintendent/principal should include:

- A letter setting forth personal qualifications, experiences and reasons for interest in the position
- A current résumé
- A completed application form
- Reference letters, certificates and licenses, and academic transcripts from colleges/universities indicating degree(s)

Candidates are asked not to contact board members directly. Any effort to do so may eliminate them from consideration. Names of applicants will be held in strict confidence whenever possible; however, McPherson & Jacobson complies with individual states' Freedom of Information laws. In the final process, the school board may visit the district where the candidate is employed, but will not proceed without the knowledge and consent of the candidate.

Selection Timeline:

- Closing date for applications: **April 30, 2018**
- Board of Trustees determines finalists to interview: **May 16, 2018**
- Interviews with the Board of Trustees: **May 29 and 30, 2018**
- Selection of new superintendent/principal: **June 8, 2018**
- Start date: **Mutually agreed upon between the selected candidate and district**

Fort Sage Unified School District is an Equal Opportunity Employer.